



# CITY OF NORMAN

## CONSTRUCTION PERMIT APPLICATION CHECKLIST

1 & 2 FAMILY DWELLING & RELATED RESIDENTIAL CONSTRUCTION

2 COMPLETE SETS OF PLANS REQUIRED FOR EACH PROJECT SUBMITTED

FOR OFFICE USE WHEN SUBMITTING APPLICATION

DEVELOPMENT SERVICES DIVISION

BUILDING PERMITS & INSPECTIONS

201 W. GRAY ST., BLDG A NORMAN, OK 73069

405-366-5445 FAX

405-366-5339 PERMITS

405-366-5333 INSPECTIONS

PROJECT ADDRESS: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

☐ New Home ☐ Add/Alter ☐ Storm Shelter ☐ Storage/Shop/Barn ☐ Garage ☐ Pool ☐ Carport ☐ Mobile ☐ Pave ☐ Other \_\_\_\_\_

### ALL PLANS FOR MANUFACTURED STEEL BUILDINGS MUST BE SIGNED & SEALED BY AN ENGINEER LICENSED IN OKLAHOMA

YES NO N/A

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COMPLETED APPLICATION? \_\_\_\_\_

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FLOOR PLAN? (2 copies) (Not required for pools) \_\_\_\_\_

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SITE PLAN? (2 Copies) \_\_\_\_\_

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EXTERIOR BUILDING ELEVATIONS? (2 copies) \_\_\_\_\_

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FOUNDATION PLAN? (2 copies) \_\_\_\_\_

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PIER & GRADE BEAM FOUNDATION? (2 copies) (Engineered Design Required) \_\_\_\_\_

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ENERGY PRESCRIPTIVE PACKAGE WORKSHEET? \_\_\_\_\_

Or Equivalent as calculated by the Department of Energy Res Check : [www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck)

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OFF-SITE CONSTRUCTION PERMIT REQUIRED? (for work in ROW) \_\_\_\_\_

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SOIL PROFILE REPORT? (For projects with private sewer solutions) \_\_\_\_\_

(Provided by the Department of Environmental Quality, Purcell, OK (405) 527-8738)

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WATER WELL PERMIT REQUIRED? (For projects with private water systems) \_\_\_\_\_

(Please contact City of Norman Building Official at (405)366-5432 for more information) Application Distributed? ☐ Yes ☐ No

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WARRANTY DEED? (Required when parcel is not platted) \_\_\_\_\_

(Purchase at the Cleveland County Court House, 201 S Jones, Norman, OK (405) 366-0240)

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WRITTEN EXPLANATION? (When drawings cannot adequately describe proposed work) \_\_\_\_\_

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IS PAD CONSTRUCTED? \_\_\_\_\_

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WILL FOUNDATION FOR THE PROPOSED STRUCTURE BE SUPPORTED BY ANY FILL MATERIAL? \_\_\_\_\_

(If yes, then code requires proof of engineered fill material or a site specific engineered foundation design is required.)

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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HEIGHT LESS THAN 50'? (Highlight for reviewer) \_\_\_\_\_

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DOES NOT PENETRATE 100:1 SLOPE? (FAA form distributed) \_\_\_\_\_

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NO ADDITIONAL ROW REQUIRED? (Easement form distributed) \_\_\_\_\_

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LOCATED IN HISTORIC DISTRICT? (Miller or Chautauqua) \_\_\_\_\_



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Project Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

## SITE PLAN (1)

YES NO N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ON 11"x17" PAPER MAXIMUM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TO ENGINEERING SCALE (1"=20',30',etc)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS SCALE OF DRAWING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS NORTH ARROW
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS PROPERTY ADDRESS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS PROPERTY LEGAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS CONTRACTOR'S INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS OWNER'S INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS PROPERTY LINES & DIMENSIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS EASEMENT(S) & DIMENSIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS EXISTING BUILDINGS & DIMENSIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS PROPOSED BUILDINGS & DIMENSIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS FRONT/REAR/RIGHT/LEFT SETBACK
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EROSION CONTROL INFO SHEET
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COPY TO ENGINEERING STAFF

YES NO N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS BUILDING LINES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS DRIVEWAY LOCATION & SIZE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS DRIVEWAY CONNECTION TO STREET
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS DRIVEWAY 5' TURN RADIUS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS SIDEWALK LOCATION & SIZE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS DRAINAGE ARROWS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS GARAGE FF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS FIVE LOT ELEVATIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SHOWS LOCATION OF REQUIRED TREES

